

Windows / Linux	Equivalent Menu bar / toolbar option
Ctrl+Shift+2	Format > Number Format > Scientific (use the “2” key on the main keyboard).
Ctrl+Shift+3	Format > Number Format > Date (use the “3” key on the main keyboard). Format as Date icon on Formatting toolbar.
Ctrl+Shift+4	Format > Number Format > Currency (use the “4” key on the main keyboard). Format as Currency icon on Formatting toolbar.
Ctrl+Shift+5	Format > Number Format > Percent (use the “5” key on the main keyboard). Format as Percent icon on Formatting toolbar.
Ctrl+Shift+6	Format > Number Format > General (use the “6” key on the main keyboard).



Note

The **Format > Spacing** menu appears to provide shortcuts for **Line Spacing: 1.5** (*Ctrl+5*) and **Line Spacing: 2** (*Ctrl+2*). However these options are never active in Calc 7.0 and so the shortcuts are not included in Table 24.

Table 25: Letter key shortcuts for menu and toolbar options

Windows / Linux	Equivalent Menu bar / toolbar option
Ctrl+B	Format > Text > Bold. Bold icon on Formatting toolbar.
Ctrl+Shift+B	Format > Text > Subscript.
Ctrl+C	Edit > Copy. Copy icon on Standard toolbar.
Ctrl+Shift+C	Edit > Track Changes > Record.
Ctrl+Alt+C	Insert > Comment. Sheet > Cell Comments > Edit Comment. Insert Comment icon on Standard toolbar.
Ctrl+D	Sheet > Fill Cells > Fill Down. Via drop-down menus on Row or Column icons on Standard toolbar.
Ctrl+E	Format > Align > Centered. Align Center icon on Formatting toolbar.
Ctrl+Alt+E	Tools > Extension Manager.
Ctrl+F	Edit > Find.
Ctrl+H	Edit > Find and Replace. Find and Replace icon on Standard toolbar.
Ctrl+I	Format > Text > Italic. Italic icon on Formatting toolbar.
Ctrl+J	Format > Align > Justified.
Ctrl+Shift+J	View > Full Screen.
Ctrl+K	Insert > Hyperlink. Insert Hyperlink icon on Standard toolbar.